

IMPORTANT CHANGES

Background checks

Dear Child Care Provider:

Effective October 1, 2016 there will be important changes to the background check process that we hope will streamline the system and make things much easier.

All new staff to the child care field will be required to complete their FBI and state background checks along with a Household and Personnel Form before they begin working in a program without direct supervision. New staff who are awaiting eligibility results may work under direct supervision of eligible staff. Eligible staff refers to staff who have completed the appropriate criminal record checks through the Department of Health and Human Services and deemed eligible.

All background checks will be good for 5 years and eligibility cards will be issued to the individual for an additional fee of \$50.00.* Copies of these cards (once available) must be kept in each staff persons file at the program along with the staff's returned Household and Personnel Form.

In this mailing you will find:

- new forms (please dispose of all old forms as ONLY these forms will be accepted by CCLU or State Police);
- instructions;
- request for dates form; and
- a listing of all staff who completed a background check for your program in the last 3 years and the date of the last FBI fingerprint based background check.

*Child Care Eligibility Cards will be rolled out in the coming months. Please check the CCLU website for updates.

What are the changes?

- One type of background check every five years*
- Full background checks to be done upon turning 18 (previously 17 at renewal)
- NO state only background checks will be required.
- More comprehensive Household and Personnel Form
- **INK PRINTS ARE NO LONGER ACCEPTED**
- Fees:
 - The FBI fee has been reduced to \$12.00
 - The state background check fee is \$15
 - DHHS continues to pay \$7.50 per state background check
 - The final fee is now \$19.50
- Abuse and neglect Registry checks to be performed in all states an individual has resided in the previous 5 years.

- Employees will be signing this statement on the Household and Personnel form: "I have not been convicted of a *felony* consisting of murder, child abuse or neglect, crimes against children (including pornography and trafficking), spousal abuse, rape or sexual assault, kidnapping, arson, physical assault or battery, or a drug related offense in the last 5 years, or convicted of a violent *misdemeanor* committed as an adult against a child including child abuse, child endangerment, sexual assault or child pornography, or a crime which shows that I might be reasonably expected to pose a threat to a child, such as a violent crime or a sexually-related crime against an adult" and "I am not registered or required to be registered on the National or any state Sex Offender Registry." These crimes or findings will automatically make an individual ineligible for employment or residence in child care.

**Background checks must be redone if an individual has not worked in a licensed NH child care in the previous 6 months.*

What you need to do.

1. Review this list for any individuals who have an FBI date that was more than 5 years ago. Have these individuals get the new background checks completed right away.
2. Track the FBI dates of your current staff to ensure they complete the new background check process before the end of 5 years (this should be done 3 months before the 5 year deadline).
3. If you have any staff who are not on this list please contact our office, using the attached form, or immediately send them for fingerprinting using the new forms on October 1st.

Who needs a criminal background check?

All individuals, 18 years of age or older, who meet **one** of the following criteria:

1. Are employed by a child care program, regardless of their role;
2. Provide care or supervision of children as a volunteer;
3. Have unsupervised access to children; or
4. Are household members in the child care program.

Who needs to complete the Household and Personnel Form?

1. All new employees/volunteers ages 14 years or older;
2. Household members ages 10 years or older.

Website

<http://www.dhhs.nh.gov/oos/cclu/fingerprinting.htm>

Visit our website to download forms and for information about the eligibility cards as they become available.